Employment and Social Development Canada
Emploi et Développement social Canada

Canada

New Horizons for Seniors Program

Engaging Seniors, Strengthening Communities

Community-Based Projects
(up to $5,000)

Applicant Guide 2018-2019

Pilot project – Application Process for Funding
(small grant)

New Horizons for Seniors Program – Community-Based Projects (up to $5,000)
Applicant Guide 2018-2019 (Pilot project)

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Step 1. Overview

Apply now:
Deadline: June 15, 2018 at 11:59 p.m. Pacific time

The New Horizons for Seniors Program (NHSP) provides funding to organizations that want to help seniors make a difference in the lives of others and in their communities. This year, NHSP proposes a new way to partner with organizations that serve vulnerable seniors population.

In support of the Government of Canada's, commitment to focus on vulnerable populations, particularly, seniors, a small grant pilot project is offered and eligible organizations can receive up to $5,000 per project.

NEW THIS YEAR: Organizations who have not been funded for community-based projects for the last five years (since the 2012-2013 NHSP Call for proposals) can apply for a small grant of a maximum of $5,000 using the following form: https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585.

Applications for the small grants stream **must** address at least one of the following national priorities:

- Projects that will benefit vulnerable seniors populations;
- Projects focusing on diversity of Canada's seniors;
- Projects that will use volunteerism to increase an organization's capacity.

Note:
When completing the Standard Grant Application for Funding (EMP5585) form (https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585) for the $5,000 small grant, **only the following sections must be completed: 1 to 42, 44, 46, 49 to 62**. For all other questions, please indicate not applicable.

If you do not apply for a $5,000 grant, you may apply for a grant of a maximum of $25,000 for community-based projects, visit https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based.html.

You may also be eligible to apply for a grant or contribution for pan-Canadian projects when a call for proposals is open. Visit: https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-pan-canadian.html.

Note: Within the same year, you could apply for either a $25,000 or $5,000 grant for community-based projects in addition to a grant or contribution for pan-Canadian projects. Three funding options have been established that will allow organizations to pursue their activities and build their capacity:

- IT equipment upgrade;
- Capital assets for current or new activities; and
- Increasing volunteerism, as well as mentoring.

Notice to organizations in Quebec:
This Call for Proposals was discussed with Quebec's Secrétariat aux aînés, consistent with the Protocol of Agreement which establishes the terms and conditions of cooperation between the government of Canada and the government of Quebec for implementation of the NHSP.

Step 2. Eligibility

To be considered eligible for funding, applications must meet all of the eligibility criteria.

Maximum funding level:
The maximum funding available is $5,000 including applicable taxes per year, per organization. Projects cannot exceed one year, and funding cannot be renewed.

The goal of the small grant pilot initiative is to expand access to organizations that have projects eligible for NHSP funding and that have not received funding within the last five years (including the 2012-2013 NHSP Call for Proposals). Priority will also be given to organizations that serve vulnerable populations and have projects, by seniors for seniors.

Eligible applicants

The following organizations serving vulnerable populations that have not received funding in the last five years are eligible under the NHSP:

- not-for-profit organizations such as charities, activity clubs, volunteer organizations, professional associations, museums, churches or faith-based associations, or in some cases, sports associations;
- coalitions, networks and ad hoc committees;
- municipal governments;
- research organizations and institutes;
- educational institutions such as universities, colleges, CEGEPs, school boards/school districts;
- public health and social service institutions;
- Indigenous organizations including band councils, tribal councils and self-government entities;
- for-profit enterprises (provided that the nature and intent of the proposed activity are non-commercial, not intended to generate profit, and supports program objectives).

Eligibility of the institutions funded by the provinces and territories:
Institutions funded by the provinces and territories are eligible with the agreement of the provincial/territorial government. This approval will be sought as part of the assessment of your application.

Organizations of the same name are eligible to submit applications in different communities, provinces and territories provided they have a separate board of directors and operate independently of one another. These organizations are considered separate organizations under the funding.

Ineligible applicants

- Individuals;
- Provincial/territorial departments and agencies (such as post-secondary institutions, as well as social service and public health institutions, are ineligible without the agreement of the provincial or territorial government).

Eligible Projects

In order to be eligible, projects must be led by seniors, or seniors must play a meaningful role in the project (planning and / or delivery). Applicants are encouraged to work with other partners in their community to identify local needs and to design projects that respond to these needs. The NHSP seeks to fund programs or projects that:

- are seniors' led or inspired. Seniors must be involved in the project's development and / or implementation in a meaningful way. The role of seniors is a key element when NHSP projects are being considered for funding. It is not enough that an organization proposes to carry out an activity and then recruits seniors to take part in it. Consulting with seniors to develop a project of benefit to them is also not sufficient;
- benefit a broad seniors clientele;
- propose activities that address an identified need or an area of concern within the community;
- strive to have a lasting impact on communities;
- involve collaboration and partnerships;
- use resources efficiently and effectively.

Options

For the small grant pilot initiative, three options are proposed. Therefore, the project activities must align with one of the following options:

1. IT equipment upgrade (computer or tablets)

Organizations can apply for a grant in order to purchase computers or tablets to offer activities related to the use of computers, the Internet and social media. Here is an example of the type of activities that could be offered:

- Computers could be purchased to undertake activities where seniors could be trained by students on the use of Skype, social media, computer games, basic programs, etc. In turn, seniors would teach other seniors their new skills (train the trainer).

Applicants must provide **one quote** for equipment they plan to purchase.

2. Capital assistance for current or new activities

Organizations can apply for a grant in order to purchase material and equipment to offer new activities or to ensure the continuity of current activities. Here are some examples:

- Seniors could buy all the necessary equipment and supplies to create a community garden and teach gardening to younger people. Furthermore, the fruits and vegetables harvested could be donated to communal kitchens;
- Seniors from an organization could buy benches, exercise balls, rubber bands, snowshoes and walking sticks to offer new activities supporting social participation and inclusion of seniors.

Applicants must provide **one quote** for the material, supplies and/or equipment they plan to purchase.

3. Volunteering and mentoring

Seniors groups and organizations could submit applications for mentorship and volunteering projects that require a small amount of financial aid in order to cover project-related costs.

These volunteerism and mentoring projects could take multiple forms. Here are some examples:

- An ad hoc group of former teachers could mentor students with learning difficulties;
- A social enterprise or a not-for-profit organization serving vulnerable senior populations can plan an activity to recruit new volunteers, such as newly retired seniors whose service and skills could be beneficial in recruitment planning, such as seniors' computer lab by seniors for seniors where senior's instructors assist other seniors to use computers in a lab offered by the organization.

Eligible project costs

Project costs must relate to the project and could include:

- professional services (for example presenters, trainers, facilitators, researchers, etc.);
- evaluation costs (for example surveys to be distributed to seniors at events);

- honoraria and hospitality costs;
- security checks for volunteers;
- travel expenses within Canada (proposed costs must not exceed the rates prescribed in the Travel Directive (http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a2-eng.php) for Kilometric Rates (http://www.njc-cnm.gc.ca/directive/d10/v238/s658/en) and Meals Allowances (http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en)), including transportation costs to assist seniors in participating in project activities. Day trips for site visits could be eligible. Requested costs will be reviewed on a case-by-case basis depending on the eligibility, the leadership of seniors, the purpose of the 'visit' and its impact on the community. The trip needs to clearly respond to what the project proposed;
- transportation and meal delivery service to seniors in rural or remote regions including North;
- support home visit or phone call service to isolated seniors, seniors living alone and to seniors caregivers, in rural or remote regions including Northern regions could be eligible. However, applicants should not already be receiving funding from other levels of government;
- purchase of materials and supplies;
- printing and distributing project materials;
- rental and maintenance of equipment;
- rental of space or other facilities;
- utilities directly related to the project;
- delivery/shipping costs for material and equipment;
- capital costs required to undertake the project (for example, equipment for seniors, furnishings and fixtures); and
- any applicable taxes.

Costs limit:

- Capital assets are non-consumable single items or (a) grouping(s) of similar items that total $1,000 (before applicable taxes) or more. For example, a group of similar items could be a public address system for seniors' events, composed of an amplifier ($600), two speakers ($150 apiece), a microphone ($150), stand and cables ($100), which equal $1,150 since they are a collection of items that are designed to function together. Non-consumable items are those that will continue to exist after the funding period ends, such as equipment, electronics, furniture and fixtures.

- A computer (including monitor), a laptop, or other computing devise such as tablets, will be considered up to a maximum value of $750 (before applicable taxes). If your funding request exceeds this value, it will be reduced accordingly. For example, a laptop, and a computer with a monitor (two new computers) will be considered up to a maximum of $1,500 (before taxes). This does not include peripheral equipment such as scanners, printers, or computer software. See the current HST, provincial taxes, Canadian sales tax calculator at http://www.calculconversion.com/sales-tax-calculator-hst-gst.html.

Ineligible project costs and activities

Note that the proposed activities, including any purchases, cannot begin before the recipient receives a signed agreement by ESDC. Until an agreement is signed by both parties, Canada is not legally bound and the recipient is at risk of not being reimbursed for expenses incurred before the agreement date.

The following costs or activities are **not** eligible for funding:

- core operational expenses of an organization, such as salary dollars unrelated to project activities, utilities, and day-to-day maintenance of facilities Equipment for staff is not eligible under for-profit organizations. However, these costs could be considered eligible under not-for-profit organizations depending on the rationale provided for this need in the Standard Grant Application for Funding(EMP5585) https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585 (for example if it demonstrates a benefit to the organization and the community with a direct link to project activities);
- costs incurred to prepare the Standard Grant Application for Funding (EMP5585) https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585, including costs for third parties assistance and lobbying;
- projects to develop or deliver accredited primary, secondary, or post-secondary curricula;
- fundraising activities, door prizes or gifts;
- projects which provide a core health care or personal support service to individuals (for example one-on-one training, projects that deal primarily with health interventions, nursing, physiotherapy, or medical supplies, treatment and equipment). NHSP is not intended to fund projects which provide a core health service. Providing a service means offering activities which are designed to meet basic needs in areas such as health care, some meal delivery programs including soup kitchen, shelter or income support, which are generally the responsibility of other levels of government;
- salaries, wages and mandatory employment-related costs (MERCs) for project staff (including administrative costs);
- trades / construction contractors, installers, technicians, etc.;
- items of a personal/medical nature such as wheelchairs/scooters, CPR/First Aid equipment, automated blood pressure monitor, defibrilators, hearing aids, as well as costs for a Snoezelen room, or a pet-facilitated therapy (purchase of animals);
- feasibility studies needed for physical work, including environmental assessments;
- transportation to provide a personal service to seniors (for example, training senior drivers and implementing a senior's transportation program, projects that focus on transporting seniors to personal appointments in urban areas);
- project costs incurred before the agreement signed by the Department;
- purchase of land or buildings, including new construction;
- repairs or renovations to a building or the purchase of equipment for the new construction that your organization does not yet occupy or that does not provide

direct seniors' programming (for example theatres, seniors homes, health and care establishments such as health and foot clinics);
- decorating/beautification costs (such as painting or landscaping for aesthetics purposes);
- cost over-runs (project costs that are higher in implementation than anticipated. The value of an NHSP community-based grant cannot be increased once it has been approved and signed by the Department. If costs are higher in implementation of the project than budgeted, it is the responsibility of the applicant organization to seek financial support from other sources to cover the shortfall in order to procure the missing funding to complete the project; and
- unexpected costs or contingency plan costs added to any costs not planned for or for potential increases in costs.

Step 3. Develop your application

1. Read the different tip sheets on how to develop and submit a project idea for community-based funding. Visit https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based/tips.html;

2. Create a Grants and Contributions Online Services (GCOS) account on the following link: https://www.canada.ca/en/employment-social-development/services/funding/gcos.html to apply online. Applicants with a Canada Revenue Agency business number are encouraged to submit their application through GCOS.

   GCOS is a secure web environment which allows stakeholders to apply for grant and contribution funding opportunities online and subsequently manage their ESDC active projects. This includes tracking the status of their application as well as submitting claims or supporting documents all within one online system.

   Note: It may take several business days to finalize your GCOS account. You are strongly encouraged to initiate the one time GCOS account creation process as soon as possible. The same GCOS account can also be used to apply for other funding opportunities available at ESDC.

3. Gather the required documents for your application:
   - **Governance information**
     - Provide the names and phone numbers of the organization's board of directors or governing body; or
     - Provide the names, phone numbers, and addresses of all committee members if the organization is an ad-hoc committee.

- **Proof of organization's type and status (one document required)**
  - A document from the Canada Revenue Agency (CRA) (dated within the last two years) that includes your organization's business or registration number with the CRA such as, tax-related document or CRA correspondence that includes your organization's business or registration number (such as, Goods and Services Tax/Harmonized Sales Tax (GST/HST) Return for Registrants at https://www.canada.ca/en/revenue-agency/services/forms-publications/request-payment-forms-remittance-vouchers.html or GST499-1 First Nations Tax (FNT) Schedule at https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/gst499-1.html). If you do not have a CRA business number, you must provide one of the following:
    - If incorporated: a copy of one of the following: letters of patents, articles of incorporation, certificate of incorporation, memorandum of association, your rules, by-laws, or constitution;
    - If not incorporated: a copy of your rules, by-laws, council resolutions, or constitution;
    - Indigenous organizations: include a copy of a Band Council Resolution (BCR) or any other permission required.
  - For organizations in Quebec, a print out of the Registraire des entreprises (Québec) is acceptable. Visit http://www.registreentreprises.gouv.qc.ca/en/default.aspx.
- **External cost estimates (1 submission per activity)**
  - You must provide one external estimate for each activity. These quotes can be attached with your Standard Grant Application for Funding(EMP5585) https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585.
- **Standard Grant Application for Funding (EMP5585)**
  - Read additional information related to some sections of the Standard Grant Application for Funding (EMP5585) to help you fill out the application ….. You can find the form at https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585. Only the following questions must be answered: 1 to 42, 44, 46, 47, 49 to 62.

Section B – Application

Only the following questions in the Standard Grant Application for Funding must be answered: 1 to 42, 44, 46, 47 and 49 to 62. For all other questions, please indicate not required. The guide for small grants is specifically designed to help you complete only those questions.

Section B – Part 1 – Organization

A. Organization Identification

ESDC uses the information you provide in this section to establish your organization's identity.

Question 1 - Legal Name [mandatory field]

Please provide the legal name of your organization. Usually, this is the name associated with your registration with the Canada Revenue Agency (CRA), or the name that would appear on funding deposits.

Note: The organization must have an active bank account under its legal name when submitting its application for funding. In the event that your application is approved for funding, the payment will be made payable to the legal name of your organization.

Question 2 - Operating (Common) Name (if different from legal name) [mandatory field]

Please provide the operating name of your organization if it is different from the legal name. It is generally the name your organization is best known by.

Question 3 - CRA Business Number [mandatory field]

Please provide your 15-digit CRA business number or, for registered charities and not-for-profit organizations, your registration number (for example, 123456789 RP 0001). If you have a CRA business number, you must provide a document that includes your business or registration number (such as: tax related documents, CRA correspondence, etc.). For more information, please visit the CRA website at https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/registering-your-business/you-need-a-business-number-a-program-account.html.

Not-for-profit organizations are not required to have a Business Number to be eligible for NHSP funding. Therefore, you may leave this box empty.

As per the Canada Business Network, a sole proprietorship needs to register a business name provincially, except in Newfoundland and Labrador. Visit https://canadabusiness.ca/starting/before-starting-your-business/corporation-partnership-or-sole-proprietorship/?it=eng/page/2853/. If the applicant is unable to produce paperwork demonstrating any registration or legitimacy as a private organization, the applicant will be considered as an individual; therefore, the applicant will be deemed ineligible.

Question 4 – Other Registration Number (specify from where) [mandatory field]

This could be your provincial/territorial corporation number (such as: number found on your Letters Patent) or your federal corporation number with Industry Canada.

Your organization is not required to be incorporated for New Horizons for Seniors Program funding.

Question 5 - Organization Type [mandatory field]

Choose one of the following types:

- Not-For-Profit Sector
- Private Sector
- Public Sector

Question 6 - Organization Category [mandatory field]

Please choose one category under your organization type:

Not-For-Profit Sector:

- Local community, charitable, or voluntary
- Provincial Non-Governmental Organizations
- National Non-Governmental Organizations
- Not-for-profit Band Councils
- Non-Governmental Organizations (NGO) with a focus on encouraging employment
- Unions
- Associations of workers and/or of employers
- Indigenous not-for-profit groups
- International NGOs
- Sector Councils

Private Sector:

- Businesses, bodies incorporated or unincorporated
- Banks
- Private universities or colleges
- Indian Band Corporations (profit basis)
- International Sector
- Private Band Councils

Public Sector: [Footnote i]

- School Boards / School Districts
- Public Health
- Municipal governments and agencies
- Provincial governments and agencies
- Territorial governments
- International governmental organizations
- Public community colleges and vocational schools
- Public degree-granting universities
- Public degree-granting colleges

Question 7 - Year Established [mandatory field]

Please indicate the year your organization was established.

Question 8 to 12 - Organization address [mandatory field]

Please indicate the physical address of your organization. Applicants must provide a complete address not just the postal box number.

Questions 13 to 15 - Telephone, Fax, Email Address [mandatory field]

Please indicate the telephone number, fax number (if applicable) and email address of the organization.

Please include an email address if one exists. If not, you are encouraged to create one. The inbox of this email address should be checked regularly as it will be used to send you information about your application.

Question 16 to 20 - Mailing address (if different from Organization Address) [mandatory field]

Please indicate the mailing address if different from your organization's address.

Questions 21 and 22 – Telephone and Fax Number

Please indicate the telephone and fax numbers of a second contact for your organization (mandatory).

Question 23 - Organization's Mandate [mandatory field]

Please describe the main activities of your organization or business (goods and/or services), including your mission, your mandate and objectives. Identify how your organization is directed at serving seniors (if applicable).

If there are any specific groups that use the same facility, please identify them (for example: seniors club, Royal Canadian Legion, FADOC Club, etc.). Please also identify if your organization offers accessible communication/information technology in your community.

B. Organization Contact

Please provide a main contact for the purposes of the Department to communicate with your organization about your application, or any consequent agreement. This individual should be someone directly from your organization fully informed on both the application and the proposed activities.

Question 24 - Given Name and Surname [mandatory field]

Please provide the name of the person in your organization who will be ESDC's main contact for the project.

Question 25 - Position Title [mandatory field]

Please provide the title of the organization contact identified in Question 24. Example: President, Executive Director.

Question 26 - Preferred Language of Communication [mandatory field]
Please indicate the preferred language of the organization's main contact for both written and oral communication.

Question 27 - Organization Contact – Address [mandatory field]

The address for the Organization Contact may be the same address as the Organization Address or the Organization Mailing Address. If different, please indicate.

Questions 28 to 32 - Contact Address [mandatory field]

If you have selected "Different" in Question 27, please provide the address for the Organization's Contact Person here.

Questions 33 and 34 - Telephone and Fax Number

Please indicate the telephone and fax numbers of the Organization Contact (mandatory).

Question 35 - Email Address

Please indicate the email address of the Organization Contact. Please note that this is where all correspondence from ESDC will be sent.

We also require the name, telephone number and email address of the Executive Director or President as a second contact. Please provide this information under Section B – Part 4 - Additional Information.

ESDC must be able to communicate with the Executive Director, President or the contact person during regular business hours via telephone or the email addresses provided. Should there be changes during the course of the application process, you must inform the Department immediately. Only the names identified in the application can be contacted, or are authorized to follow up with ESDC.

C. Organizational Capacity

ESDC uses the information provided in this section to help assess the organization's capacity to manage a project.

Question 36 – How many employees does your organization currently have?

Not applicable.

Question 37 - Does your organization owe any amounts to the Government of Canada? [mandatory field]

If so, please complete the fields for each amount owing in the spaces provided. For example:

Amount owing	Nature of amount owing	Department or agency to which money is owed
$3,000	Overpayment	Employment and Social Development Canada

Question 38 - If an amount is owing, is a payment plan in place?

Please indicate whether or not payment arrangements have been made.

Answering 'Yes' to this question will not invalidate/discredit your Application for funding. However, you must provide details as to the type of debt owed and the arrangements that have been made for repayment. Please provide this information in Section B – Part 4 – Additional Information.

Section B – Part 2 – Project

A. Project Identification

Question 39 - Project Title [mandatory field]

Please provide a brief, descriptive project title.

Your project title should be directly related to your project activity. It may reflect the group or community that would benefit from your project, such as "Footprints of Okanagan Elders" or "Sharing Ideas Between Seniors and Youth". Do not use "New Horizons for Seniors", or your organization's name, or include the year of the project. Otherwise, the title will be revised by ESDC.

Questions 40 and 41 - Planned Project Start Date and Planned Project End Date [mandatory field]

Please indicate the planned start and end dates of your project.

Proposed project activities cannot begin before your project is approved and the agreement (Schedule A) has been signed by both the Department and the applicant.

The costs related to any activities that occur prior to the signing of the agreement by the Department will not be reimbursed.

Your organization should not assume any commitment on the part of the ESDC until funding has been approved and the agreement has been signed. You will be notified in writing of the outcome of the review of your application.

For the purposes of the CFP, agreements are expected to start in early 2019 (before March 31). Projects start dates are therefore likely to commence after this date and need to be completed within one year (52 weeks).

B. Project Description

Question 42 - Project Summary (Please provide a short description of the proposed project including key activities) [mandatory field]

Important: Identify the funding stream, a) IT equipment upgrade, b) capital assets for current or new activities or c) increasing volunteerism, as well as mentoring) for which you are applying (small grant of up to $5,000 for community-based projects). (mandatory).

Provide a short description of your proposed project. You should include the following information to help relay the need for your proposed project:

- Describe what you aim to accomplish with this funding. For example, if bridging the gap between seniors and youth is a concern in your community, your project objective might be to promote social interaction between seniors and students and thus reduce social isolation. Senior volunteers could share their life experiences, wisdom and knowledge with students and feel more committed to their community;
- If the goal of your project is to maintain programs and activities for seniors, such as equipment purchase/replacement, you must also explain how programs and activities specifically for seniors are at risk of not continuing should your application not be approved.

It is excellent practice to involve seniors in the needs assessment, design and/or realization of projects that will directly impact them. Seniors must be involved in, and contribute to, the project in a meaningful way. Clearly demonstrate the role of seniors and their contribution as volunteers.

The role of seniors is a key element when NHSP projects are being considered for funding. Describe how seniors will be actively involved in the planning and/or running of the project. Provide clear and specific examples.

Please give an estimate of how many people (seniors and non-seniors) will be volunteering, participating or actively involved in planning or running the project [mandatory]:

- Provide number of seniors who will contribute and explain how they will contribute.
- Provide number of non-seniors who will contribute and explain how they will contribute.

Question 44 - Please describe how the proposed project addresses the program objectives, and please identify the Call for Proposals' priority under which you are applying (if applicable) [mandatory field]

You must describe clearly and in detail how your project objectives are linked to the NHSP program objective for which you are applying:

1. **Identify the main NHSP objective:**

- promoting volunteerism among seniors and other generations;
- engaging seniors in the community through mentoring of others;
- expanding awareness of elder abuse, including financial abuse;
- supporting social participation and inclusion of seniors;
- providing capital assistance for new and existing community projects and/or programs for seniors.

ESDC will consider your project eligible for funding only if it is clearly linked to a NHSP program objective. If your project meets more than one of the first four objectives, indicate **only** the primary objective.

2. **If you have selected the fifth NHSP objective, select a secondary objective**

Projects for which capital assistance is being requested are eligible as long as it will support new or existing community programs and activities for seniors. Therefore, in addition to having capital assistance as an objective, the project must also meet one of the first four program objectives. It is mandatory that you select only one of the first four program objectives listed if your project primarily meets the capital assistance objective.

Example:

- If your application is for a project that is primarily to replace old furniture and equipment that are putting your regular activities at risk of being discontinued, so that your organization can continue to offer its programs and activities to seniors, indicate "Providing capital assistance for new and existing community projects and / or programs for seniors." (The following two objectives would be selected: Capital Assistance / Social Participation and Inclusion of seniors).

3. **Describe how your project could meet one or more of the national level priorities**

Your application must address at least one of the following national priorities:

- Projects that will benefit vulnerable seniors populations;
- Projects focusing on diversity of Canada's seniors;
- Projects that will use volunteerism to increase an organization's capacity.

Vulnerable seniors are seniors who face barriers, on one or more dimensions, to participating and aging well in their communities. Many cross-sectoral factors are most commonly associated with an increase in vulnerability and, in turn, a heightened risk of poor outcomes for this population. Vulnerable seniors include the following subpopulations:

- Indigenous seniors (First Nations, Métis and Inuits);
- Seniors living in official language minority communities (OLMC);
- LGBTQ2 seniors;
- Newcomers and refugees seniors;
- Seniors belonging to ethno-cultural groups or members of visible minority groups;
- Seniors living alone;
- Homeless seniors;
- Geographically isolated persons (rural and remote seniors);
- Low income seniors and those living in poverty;
- Seniors with health challenges or disabilities;
- Seniors who are caregivers.

Question 46 – Approximately, how many individuals will benefit from the proposed project activities, and how? [mandatory field]

Identify how many individuals will benefit from the proposed project and who will this project benefit.

Your project should benefit your community or communities in the area. For example, seniors can mobilize community members to clean up a local park and organize community activities. This will not only result in a more inviting park for social gatherings, but will also lead to increased cooperation to further improve the community through the partnerships that are developed.

If a specific group will benefit from this funding, please include this information. Remember that, although this program focuses on seniors helping their communities, the people who benefit most from the project can include people in the community who are not seniors.

- Provide number of seniors who will benefit
- Provide number of non-seniors who will benefit

Question 47 – Please describe the community support for this project [mandatory field]

Select 'No' for this question.

Question 49 - If applicable, please indicate how the target group (seniors for New Horizons for Seniors Program, persons with disabilities for Enabling Accessibility Fund) will be involved in the design and/or realization of the project [mandatory field]

Select 'No' for this question.

Question 50 – Will this project allow your organization to offer/introduce new activities and/or programs? If so, please explain how [mandatory field]

Select 'No' for this question.

Question 51 – Will the proposed project or any of its activities involve or benefit to people in English or French-language minority communities? [mandatory field]

a) ESDC is committed to enhancing the vitality of the English and French linguistic minorities in Canada by supporting and assisting their development and fostering the full recognition and use of both English and French in Canadian society. Official language minority communities are English-speaking communities within the Province of Quebec and French-speaking communities outside the Province of Quebec.

If your project will involve official language minority communities, you should answer "Yes" to this question and provide the following information:

- Indicate the linguistic profile of the beneficiaries targeted by the project;
- Identify any special needs of the official language minority communities;
- Indicate whether or not the official language minority communities were consulted; and
- Describe the measures taken to communicate with the targeted audience of your proposed project.

Answering 'No' to this question will not invalidate your application.

b) If your project is designed to benefit or involve people in other minority communities or will target a specific group, please indicate this.

Examples include, but are not limited to:

- Geographically isolated persons including Northern regions (rural and remote seniors);
- Homeless or near homeless seniors;
- Indigenous seniors, including First Nations, Métis and Inuit;
- LGBTQ2 seniors;
- Low income persons, seniors and those living in poverty;
- Newcomers and refugees seniors;
- Seniors belonging to ethno-cultural groups or members of visible minority groups;
- Seniors living alone;

- Seniors living in official language minority communities (OLMC) (English or French);
- Seniors with health challenges or disabilities;
- Seniors who are caregivers;
- Other (please specify other groups of seniors).

Question 52 – Will any of the proposed project activities be delivered in a different location than where the head office of your organization is located? [mandatory field]

If 'Yes', please include your main address and an address for every other location where project activities will occur.

List the main address first, followed by each additional location. If there is no main address, please specify this.

If there are more than five locations, please include in Section B- Part 4- Additional Information. **In addition, you must provide proof that your organization is either the owner of the facilities** in each location or has consent to undertake proposed activities from the owner if the location is leased.

Applications are assessed and funding is provided by location of activities. For example, if your organization's head office is located in Manitoba but the activities are to be delivered in Ontario then you must send your Application for Funding to the Processing Centre for Ontario applications.

Note: Please indicate the physical address for each location. Applicants must provide a complete address not just the postal box number.

Section B – Part 3 – Funding

A. Anticipated Sources of Funding

Although having funds from another source is not a requirement to receive New Horizons for Seniors Program funding, it can help demonstrate community support for your project.

ESDC will use the information provided in this section to verify that your funding request conforms to the requirement for funding from other sources. "Other sources of funding" includes any source of funding (including from your organization) other than any federal government programs / sources.

Definitions:

- **Anticipated funding** is the amount of money or in-kind contributions that your organization has requested, but which you are unsure of receiving.
- **Confirmed funding** is the amount of money or other in-kind materials or services that an individual or organization guarantees for your project.

Question 53 - Source Name [mandatory field]

Please include the name of the organization(s) that will contribute funds and/or in-kind contributions to this project (including ESDC as listed in the table).

Question 54 - Source Type [mandatory field]

Use the following list to identify the type of anticipated contributor:

- not-for-profit;
- private sector;
- chamber of commerce or business improvement association;
- provincial/Territorial government;
- regional or municipal government;
- sponsor/organization/recipient;
- other (please specify, if an individual, do not write the individual's name).

Question 55 – Cash

Please include the amount of funding that will be provided.

Question 56 - In-kind ($ value)

In-kind contributions are non-monetary goods or services that may be contributed to the project by your organization or other organizations or partners for which reimbursement will not be requested. In-kind support may include donated equipment, services or labour necessary for the proposed project that would otherwise have to be purchased. Indicate approximately how much would have to be paid if these items or services were procured. Identify only those in-kind costs related to your proposed project.

Examples of in-kind contributions:

- A recreational centre provides its sports equipment free of charge for use for project activities;
- A local art store donates art supplies for the project activities;
- A town centre offers a piece of land for use to grow the project's garden;
- A financial consultant offers free sessions to seniors.

Question 57 - Confirmed Cash and In-Kind [mandatory field]

Please check (x) the appropriate box if this contribution has been confirmed and included with your Application for Funding.

You must include letters from each contributing partner confirming cash and in-kind contributions.

Confirmed funding is the amount of money or other in-kind materials or services that an individual or organization guarantees for your project. Indicate the amount of cash or in-kind funding you know to be confirmed that your organization will receive towards this project.

Any amount that has not been confirmed at the time of your application should still be listed as anticipated funding. For example, if you have asked an organization to donate office supplies for your project, but you are still waiting for their answer, this amount should be listed under Question 56. Or, if a local organization has promised you funding but only if you also receive funding from other sources (such as the NHSP), this should also be listed under Question 55.

Note: If you have already, or if you are planning to submit an application through The Enabling Accessibility Fund (EAF), please let us know and include it in the budget of your application. Visit https://www.canada.ca/en/employment-social-development/services/funding/enabling-accessibility-fund.html for more information.

This chart will help you in completing this section:

A. ANTICIPATED SOURCES OF FUNDING

*53. Source Name	*54. Source Type	*55. Cash	*56. In-Kind ($ value)	*57. Confirmed	
				Cash	In-Kind
ESDC	ESDC	$5,000	n/a	n/a	n/a
Seniors' Centre	Not-for-profit	$500	$350	x	x
Tim Hortons	For-profit	n/a	$1,000	n/a	x
Mytown News	Not-for-profit	n/a	$300	n/a	x
Total Funding for the project	n/a	$5,500	$1,650	n/a	n/a

B. Budget

ESDC uses the information provided in this section to assess the overall cost of the proposed project, as well as the general nature of the expenditures to be covered by all anticipated sources of funding.

Applicants must provide an estimate of the project's costs.

Questions 58 - Cost Category [mandatory field]

Please break down your project costs into cost categories.

The quote(s) must be attached with your application.

Questions 59 - 61: Please indicate your other sources of funding (if that is the case) as shown in the following table:

*58. Cost Category	Planned Expenditures ($)		
	*59. ESDC	*60. Other - Cash	*61. Other - In-Kind
Capital Assets – Hall audio upgrade	$3,000	n/a	n/a
Project Costs – Professional fees $50 x 40	$2,000	n/a	n/a
Project Costs – Refreshments $25 x 40	n/a	n/a	$1,000
Staff Wages and Mercs	n/a	$500	n/a
Volunteers	n/a	n/a	$350
Project Costs – Local advertisement	n/a	n/a	$300
Total Planned Expenditures	$5,000	$500	$1,650

Question 62 – Capital Asetts: Will capital assets be among your planned expenditures with ESDC funding?

Select 'No' for this question.

Section B – Part 4 – Additional Information (Optional)

Please use this section if there is any additional information you would like to add to your Standard Grant Application for Funding (EMP5585) https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585. For each block of text you include (if any), please specify the section it is meant to reference (such as Question 44: insert the rest / continuation of your answer).

In addition, as per Question 35 of the application, to ensure effective communications, please list the name of one additional contact person in the Additional information section. The additional contact information should include the name, the telephone number and the email address.

Indicate how you found out about this Call for Proposals? [mandatory]

- Word of mouth
- NHSP website
- Info package received in mail
- Member of Parliament
- Public notice/newspaper
- A partner organization's newsletter
- Email
- Previous grant experience
- Presentation by NHSP officer
- Brochure or poster
- Fax, Internet, website
- Another organization/ seniors organization
- Other:

Please ensure that you have included all of the required documents, without which your funding request cannot be considered complete.

Section B – Part 5 – Signatures

Please ensure that your application is signed by an official, authorized representative of your organization. People with signing authority are normally one or more of the executive members of the board of directors (president, vice president, secretary or treasurer) and employees of the organization (chief executive officer, executive director, chiefs of finance or human resources).

The application must be signed in accordance with the organization's statutes, by-laws or other constituting documents or as established at your financial institution. For example, the president and the chief financial officer may be required to sign all outgoing documents. Ad-hoc organizations will need to establish the people's roles of your organization, to identify the signatories prior to applying for funding.

Consult section 3 - Gather the required documents to make sure you have included all of the required attachments. Applications cannot be considered if not complete.

Section C – Schedule A - Project Description and Signatures

This section will be left blank at this application stage. If your project is selected to receive NHSP funding, you will be contacted and further instructions will be provided.

The first page of this section is to be complete by the Department if your project is approved for funding. Once the Department has signed this page, the agreement will be returned to you. Only once the Department has signed this section should the last page be signed. At that time, please ensure that page 21 is signed by an official, authorized representative of your organization, in accordance with the organization's statutes, by-laws or other constituting documents.

Should modifications be made to your Standard Grant Application for Funding after NHSP's review (such as reduction of requested amount because of ineligible costs), you will be advised of the changes when receiving departmental decision.

Once it has been signed by both parties (authorized signatories for the organization and the Department), it becomes a grant agreement (Schedule A). You are expected to use the grant funds expressly for the project as described in Section C - Schedule A, and to abide by the Articles of Agreement.

The submission of a Standard Grant Application for Funding (EMP5585) https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585 does not in itself constitute any commitment on the part of ESDC. The Department will notify you in writing of the outcome of the review of your application.

Note: Before you get started, if you have any questions or would like to discuss your project idea with us, please contact New Horizons for Seniors Program – Community-based projects at http://www.esdc.gc.ca/cgi-bin/emailform/index.aspx?GoCTemplateCulture=en-CA&section=nhsp-cbp.

Step 4. Apply

1. Complete the Standard Grant Application for Funding (EMP5585) online at https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585, print it, sign it and mail it (postmarked) no later than June 15, 2018 before 11:59 p.m. Pacific time. Visit contact New Horizons for Seniors Program – Community-based projects at http://www.esdc.gc.ca/cgi-bin/emailform/index.aspx?GoCTemplateCulture=en-CA&section=nhsp-cbp to find the mailing address of the centre where you need to send your application and required documents.

   Once submitted, your Standard Grant Application for Funding will be considered as final and changes to the projects activities will not be allowed.

Ensure you have reviewed all the clauses contained in the Grant Agreement portion of the Standard Grant Application for Funding, as if approved they will become an integral part of your agreement (Schedule A).

2. Complete the Standard Grant Application for Funding (EMP5585) by hand at https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5585, sign it and mail it (postmarked) no later than June 15, 2018 before 11:59 p.m. Pacific time. If you do not use this form, your application will be screened out. Visit contact New Horizons for Seniors Program – Community-based projects at http://www.esdc.gc.ca/cgi-bin/emailform/index.aspx?GoCTemplateCulture=en-CA&section=nhsp-cbp to find the mailing address of the centre where you need to send your application and required documents.

3. Apply online with your Grants and Contributions Online Services (GCOS) account at https://www.canada.ca/en/employment-social-development/services/funding/gcos.html. If you are already have a GCOS Grants account you are strongly encouraged to apply online. If you need help to retrieve your user name or password you may follow instructions in the Grants and Contributions Online Services - Account Registration User Guide (section 1.1.5) at https://www.canada.ca/en/employment-social-development/services/funding/gcos/userguide/register-account.html#s1_1_5, or contact the Employer Contact Centre for support at 1-800-367-5693.

4. Familiarize yourself with assessment of your application. Visit https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based-small-grant.html#step5.

5. Print or save a copy of this application process in order to refer to it once this call for proposals is closed.

Note: Keep a copy of your complete application package for your records.

Step 5. Assessment of your application

There are 3 phases in the assessment of your application:

1. Screening

Applications postmarked by the application deadline are reviewed for eligibility by the Department to ensure they meet the Program's eligibility criteria. Applications will be rejected at the screening phase for any of the following reasons:

- The application is late (such as postmarked after the deadline);
- The application is incomplete as any required attachments are missing (refer to Section 3- Gather the required documents for your application);
- The project does not meet any of the program objectives; or

- Proposed activities are your organization's core activities,

2. Assessment

After the screening process is complete, eligible applications are reviewed and assessed by Service Canada.

If irregularities have been found in relation to projects previously funded by the department, ESDC reserves the right to reject your Application for funding without assessing it until the irregularities have been remedied.

Applications are assessed mainly according to whether or not they meet the following criteria:

- the applicant must be new recipients, meaning organizations that have not received funding within the last 5 years (including the 2012-2013 NHSP CFP);
- seniors play a meaningful role in the implementation or development of the project (projects are led or inspired by seniors; active volunteerism);
- the degree to which projects engage seniors, including vulnerable seniors, in project design and delivery. Consulting with seniors to develop a project that will benefit them is not sufficient;
- the project is in line with one of the 3 options;
- the location of proposed activities and in particular those that target isolated seniors living in rural and remote areas, including Northern regions;
- how your project meets the national-level priorities.

Also, the applications submitted by organization serving vulnerable populations and projects aimed at vulnerable senior populations will be prioritized.

Assessment criteria:

- National-level Priorities
- Seniors Involvement and Leadership
- Volunteerism
- Benefits to seniors
- Cost Effectiveness

3. Funding Decision

The regional committees across Canada or the Joint Management Committee in Quebec make recommendations to ESDC; the Department makes the final decision.

Applicants will be informed of the final decision in writing. Letters or emails will be sent by the Department in early 2019.

The Department must be able to communicate with you at that time because if your Application for funding is approved, the grant agreement will be sent to you for your consent and signature. You are expected to use the grant funds expressly for the

project as described in Schedule A of the grant agreement, and to abide by the Articles of Agreement.

Please note that funding decisions are final and there is no appeal process.

Direct deposit is the preferred payment method by the Department, and will become the only payment option in the future. If your application for funding is approved, the Department will provide you with the necessary information to proceed with the direct deposit.

Important: Let us know immediately by communicating with the NHSP representative identified in the acknowledgement letter of any changes that occur in your organization or your application for funding, after you apply (such as mailing or email address, phone number, name of contact person, or sources of funding). However, no changes can be made to the project activities in the application itself once the Call for Proposals is closed.

The list of Approved Community-based projects for 2018 will be available sometime in April at https://www.canada.ca/en/employment-social-development/services/funding/new-horizons-seniors-community-based/projects.html.

Step 6. Follow-up

Acknowledgment letter

You will be notified by email or by mail that we have received your application package. At the top of the acknowledgment letter, you will be provided with a project number, which you need to use as reference in any future communication with the Department regarding this application. Applicants will also be asked to complete a survey.

Acknowledgment letters will be sent within 21 calendar days of the closing date of the Call for Proposals. If you have not received an acknowledgement letter 5 weeks after the closing date of the call, please contact: New Horizons for Seniors Program Community-based projects at http://www.esdc.gc.ca/cgi-bin/emailform/index.aspx?GoCTemplateCulture=en-CA&section=nhsp-cbp. We will put you in touch with the appropriate NHSP representative who can discuss your application.

The submission of an application does not in itself constitute any commitment on the part of ESDC. The Department will notify you in writing of the outcome of the review of your application.

Approved Projects

If your project is approved, certain conditions will apply such as the following:

- **Survey**: Applicants will be asked to complete a survey and not a final report, as specified in the agreement (Schedule A).

- **Disposal of Capital Assets:** When the project ends, organizations may either keep the capital items that were bought with NHSP's funding and use them for other community-related activities or donate them to other not-for-profit organizations in the community, provided that the Department agrees. Organizations **may not** keep these items for personal use. Should your project be approved, organizations will be asked to inform the Department of their plan for the disposal of capital assets.

  In cases where the purchase of capital assets is only partially funded by NHSP, the various funders will need to agree on the method of disposal.

- **Financial Records and Audit Requirements**: During the course of the agreement and for a period of three (3) years thereafter, the Recipient shall make available the books of accounts and records at all times, for inspection and audit by representatives of Canada, in order to ensure compliance with the Articles of Agreement and verify eligible expenditures. The Recipient shall permit representatives of Canada to take copies and extracts from said books and records, and shall provide them with any additional information as representatives may require.

Contact Us – If you have a question

If you need help, we invite you to send your request to the general delivery email box indicated below, as per your respective province/territory, or call our toll-free number **1-800-277-9914 and select "0"**. For people using a teletypewriter device (TTY) call **1-800-255-4786**. We will put you in touch with the appropriate NHSP representative who can discuss your application.

For the following provinces: **New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island**, you may submit your questions to the following General Delivery Email Box: ATL-NHSP-PNHA-GD@servicecanada.gc.ca.

Quebec
General Delivery Email Box:
QC-PNHA-NHSP@servicecanada.gc.ca
1 866 233-3194 (TTY: 1 800 255-4786)

Ontario
General Delivery Email Box:
ON-PD-EP-NHSP-PNHA-GD@hrsdc-rhdcc.gc.ca
1-866-945-7342

For the following Western provinces and territories, you may submit your questions to the following General Delivery Box:

Alberta
General Delivery Email Box:
W-T-CSPD-SCEP-NHSP-PNHA-ABT-GD@servicecanada.gc.ca

British Columbia
General Delivery Email Box:
W-T-CSPD-SCEP-NHSP-PNHA-BC-GD@servicecanada.gc.ca

Manitoba
General Delivery Email Box:
W-T-CSPD-SCEP-NHSP-PNHA-MB-GD@servicecanada.gc.ca

Nunavut
General Delivery Email Box:
W-T-NUNHSP-PNHA-GD@servicecanada.gc.ca

Saskatchewan
General Delivery Email Box:
W-T-CSPD-SCEP-NHSP-PNHA-SK-GD@servicecanada.gc.ca

Territoires du Nord-Ouest
General Delivery Email Box:
W-T-NWTNHSP-PNHA-GD@servicecanada.gc.ca

Yukon
General Delivery Email Box:
W-T-YKNHSP-PNHA-GD@servicecanada.gc.ca

IMPORTANT: To ensure the protection of personal information, applications MUST NOT be sent by email.

Contact Us – Where to mail your application

Below is a list of addresses where you should mail your New Horizons for Seniors Program Application for Funding.

New Brunswick
New Horizons for Seniors Program
Government of Canada
P.O. Box 12000
633 Queen Street
Fredericton, NB E3B 5G4

Newfoundland and Labrador
New Horizons for Seniors Program
Government of Canada
P.O. Box 12051
St. John's, NL A1B 3Z4

Nova Scotia
New Horizons for Seniors Program
Government of Canada
P.O. Box 8000
Charlottetown, PE C1A 8K1

Prince Edward Island
New Horizons for Seniors Program
Government of Canada
P.O. Box 8000
Charlottetown, PE C1A 8K1

Quebec
New Horizons for Seniors Program
Government of Canada - Service Canada
400-1001 de Maisonneuve Blvd East, 4th Floor
Montreal, QC H2L 4P9

Ontario
New Horizons for Seniors Program
Government of Canada
430 Courtneypark Drive East, 2nd floor
Mississauga, ON L5T 2S5

For the following provinces and territories: **Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Saskatchewan and Yukon,** please submit your application to the following address:

New Horizons for Seniors Program
Government of Canada
270, 220-4 Avenue SE
Calgary, AB T2G 4X3

Footnotes

Footnote 1

Post-secondary institutions, as well as social service and public health institutions, are eligible with the agreement of the provincial or territorial government.

For-profit organizations may be eligible for funding provided that the nature and intent of the activity is non-commercial, not intended to generate profit, and supports program objectives.